



# ***Evaluation Entry System Overview NCOER (SGT)***

Module 5b: NCOER (SGT)

as of 18 April 2015

Good morning/afternoon. My name is \_\_\_\_\_. I'm the \_\_\_\_\_ at \_\_\_\_\_.

Today I'm going to provide you an overview and demonstration of how to create, edit, and submit a DA Form 2166-9-1 NCOER (SGT) in the Evaluation Entry System.

Please feel free to ask questions at anytime.

NEXT SLIDE



## **Agenda**

- Accessing Evaluation Entry System (EES)
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Assessment
- Potential Assessment
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

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The topics that we will cover today range from how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-1, SGT NCOER.

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## ***Evaluation Entry System (EES)***

<https://evaluations.hrc.army.mil/>  
(EES website)

NCOER training URL will be released on / about 29 May 2015  
and will remain active until mid-August 2015

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EES is an online data entry system, that enables Leaders to create, complete, edit, submit and track evaluations.

Personnel can access EES at the above website. Until 1 September 2015, only the Officer Evaluation Reports (OERs) functions will work at this website.

In order to train yourself and your personnel on EES's NCOER capabilities, you must use the training website address. This training website will be active until mid-August 2015. At that time, all entered data will be erased.

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# EES Terms Page

S. Army Evaluation Entry System - Windows Internet Explorer

https://evaluations.hrc.army.mil/

U.S. Army Evaluation Entry Sys... Structured Self Developme

FOUO - Unclassified

**Evaluation Entry System**  
U.S. Army Human Resources Command

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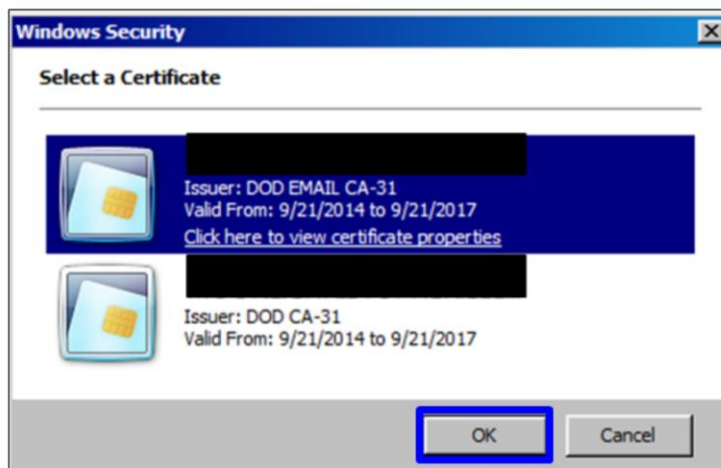
This is the EES home page.

In order to access it, you must first agree to the terms of the User Agreement.

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# EES Digital Credentials




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Once you agree to the Users Agreement, you must select your certificate and click OK.

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# EES Landing Page

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Main Menu ▾ Profiles ▾ New OER Training ▾

**Support Links:**

**Evaluation Support and Help**

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

**External Links and Resources**

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1.NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

**Welcome to the HRC Evaluations Entry System**  
Please select an option below:

**OER**

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

**NCOER**

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

**TOOLS**

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

**Recent Evaluation Activity:**

| Rated Soldier | Your Role | Thru Date | Status |
|---------------|-----------|-----------|--------|
|               |           |           |        |

**Recent Evaluation Support Form Activity:**

| Rated Soldier | Role | Thru Date |
|---------------|------|-----------|
|               |      |           |

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To create a new NCOER click the “Create New NCOER” button.

It is important to note that EES is not designed for the Rated NCO to create his / her own NCOER.

Note, if the Rated NCO creates the NCOER, once the Rated NCO exits the NCOER, the Rated NCO will not be able to re-enter the NCOER until the Rater and Senior Rater have signed their sections of the NCOER.

While EES enables anyone to create an NCOER, given that person has the necessary administrative date, it is recommended that either the Rater or Rater’s Delegate creates the NCOER.

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## NCOER Creation

## NCOER Individual Lookup

Enter the SSN and first two letters of the last name of the rated Soldier and the rating officials. This will automatically search the Army personnel database and auto-populate the evaluation with administrative information. Incorrect information may be changed within the evaluation, but changes to the information in the personnel database require the use of other channels (S1 or Admin Support).

|   |   |       |
|---|---|-------|
| <b>Rated NCO</b>  |   |       |
| DOD ID Number   | Last Name   | Email |
| <input type="text"/>  |   |       |
| <input type="checkbox"/> [Switch to search by SSN]  |   |       |
| f. Component  | Status Code   |       |
| <input type="text"/>  | <input type="text"/>  |       |
| Rank  | Changes to the rank will be limited once the evaluation is created.<br>Please ensure accurate selection of the rank for the time period the soldier is to be evaluated. |       |
| <input type="text"/>  |   |       |
| Date of Rank  | <input type="text"/>  |       |
| <b>Promotable Info</b>  |   |       |
| Is the Rated NCO promotable or selected to attend USASMA? <input type="radio"/> Yes <input checked="" type="radio"/> No   |   |       |
| <b>Next Higher Grade</b>  |   |       |
| Is the Rated NCO serving in a position authorized for the next higher grade? <input type="radio"/> Yes <input checked="" type="radio"/> No  |   |       |
| <b>Frocked Info</b>   |   |       |
| Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? <input type="radio"/> Yes <input checked="" type="radio"/> No |   |       |
| <b>Rater</b>  |   |       |
| DOD ID Number   | Last Name   | Email |
| <input type="text"/>  |   |       |
| <input type="checkbox"/> [Switch to search by SSN]  |   |       |
| Is this individual serving as both the Rater and Senior Rater? <input type="radio"/> Yes <input checked="" type="radio"/> No  |   |       |
| <b>Senior Rater</b>   |   |       |
| DOD ID Number   | Last Name   | Email |
| <input type="text"/>  |   |       |
| <input type="checkbox"/> [Switch to search by SSN]  |   |       |
| <b>Supplementary Reviewer (optional)</b>  |   |       |
| DOD ID Number   | Last Name   | Email |
| <input type="text"/>  |   |       |
| <input type="checkbox"/> [Switch to search by SSN]  |   |       |
| <input type="button" value="Next"/>   |   |       |

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The user will first enter the full SSN / DOD ID (from back of CAC card) and first two letters of the Rated NCO's last name. At this time the Rated NCO's correct full name and email address should appear. If it is correct click OK.

At this time verify the accuracy of the Rated NCO's component, Rank, and Date of Rank. Then select "Yes" or "No" for the next three questions. For the DA Form 2166-9-1, these will apply if the Rated NCO is a SGT(P) serving in an authorized SSG position.

Note, incorrect use of (P) promotable rank is one of the most common reasons for returned evaluations.

Once the Rated NCO's section is completed you will enter the full DOD ID / SSN and first two letters of the Rater, Senior Rater and Supplementary Reviewer (if required).

Note, failure to enter the correct full DOD ID / SSN of any person on this page will prevent that person (Rated NCO, Rater, Senior Rater, or Reviewer) from accessing this NCOER.

Once you have confirmed the accuracy of the Rated NCO and Rating Official's data click "Next."

NEXT SLIDE



# NCOER Creation Confirmation

Rated Soldier

## Evaluation Creation Confirmation

| Role                  | DOD ID Number/SSN | Name | Email | Importing Data |
|-----------------------|-------------------|------|-------|----------------|
| Rated Soldier         |                   |      |       | Yes            |
| Rater                 |                   |      |       | Yes            |
| Supplemental Reviewer |                   |      |       | Yes            |
| Senior Rater          |                   |      |       | Yes            |

Selecting "Begin" will initiate a SGT GRADE PLATE (E5) NON-COMMISSIONED OFFICER EVALUATION REPORT for the above mentioned individual. An email will be sent to each of the addresses listed above, notifying each individual of their involvement with the new NCOER evaluation.

Previous

Begin

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This is the user's opportunity to verify the Rated NCO, Rater, and Senior Rater's full DOD ID / SSN and email addresses one more time before initiating a NCOER.

Once this data is verified, click "Begin."

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# Rated NCO's Administrative Data

|  |  |                        |                      |   |  |
|--|--|------------------------|----------------------|---|--|
| a. NAME (Last, First, Middle Initial)<br>SOLDIER, RATED  |  | b. SSN (or DOD ID No.) | c. RANK<br>SGT       | d. DATE OF RANK<br>(YYYYMMDD)<br>20140301 | e. PMOSC<br>11B20  |
| f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND<br>B Co, 1BN, 3BD, Fort Best, 11111, FC |  |                        | g. STATUS CODE<br>RA | h. UIC<br>WAAAAA                          | i. REASON FOR SUBMISSION<br>02   Annual                  |
| j. PERIOD COVERED<br>FROM (YYYYMMDD)<br>20141111   |  | k. RATED MONTHS<br>12  | l. NON RATED CODES   | m. NO. OF ENCLOSURES<br>0                 | n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL |

|   |                             |  |        |
|---|-----------------------------|--|--------|
| Admin Data  |                             |  |        |
| a. Last Name<br>SOLDIER   | First Name<br>RATED         | M.I.   | Suffix |
| b. DOD ID Number <input checked="" type="checkbox"/><br>Clear DoDID   |                             |  |        |
| c. Rank<br>SGT  | d. Date of Rank<br>20140301 |  |        |
| Promotable Info<br>Is the Rated Soldier promotable and serving in a position authorized for the next higher grade? <input type="radio"/> Yes <input checked="" type="radio"/> No                                  |                             |  |        |
| Next Higher Grade<br>Is the Rated Soldier serving in a position authorized for the next higher grade? <input type="radio"/> Yes <input checked="" type="radio"/> No   |                             |  |        |
| Frocked Info<br>Is the Rated Soldier frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? <input type="radio"/> Yes <input checked="" type="radio"/> No |                             |  |        |
| e. PMOSC<br>11B20   |                             |  |        |
| f. Unit, Org.<br>B Co, 1BN, 3BD   | Station<br>Fort Best        | Zip or APO<br>11111  |        |
| Major Command<br>FC - US ARMY FORCES COMMAND  |                             |  |        |
| g. Component/Status Code<br>RA  |                             |  |        |
| h. UIC Code<br>WAAAAA   |                             | n. Rated NCO's AKO Email Address<br>@MAIL.MIL<br>Must use .gov or .mil |        |

|      |      |      |                  |             |
|------|------|------|------------------|-------------|
| Exit | Next | Save | Go to Signatures | Print Draft |
|------|------|------|------------------|-------------|

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The user will now enter the Rated NCO's administrative data to include:

PMOSC, assigned Unit / Station / Zip, and UIC Code.

Once this data is correctly entered, click "Next."

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## Rated NCO's Administrative Data (cont.)

|  |  |                             |                       |   |   |
|--|--|-----------------------------|-----------------------|---|---|
| a. NAME (Last, First, Middle Initial)<br>SOLDIER, RATED  |  | b. SSN (or DON ID No.)      | c. RANK<br>SGT        | d. DATE OF RANK<br>(YYYYMMDD)<br>20140301 | e. PMOSC<br>11B20                       |
| f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND<br>B Co, 1BN, 3BD, Fort Best, 11111, FC |  |                             | g. STATUS CODE<br>RA  | h. UIC<br>WAAAAA                          | i. REASON FOR SUBMISSION<br>02   Annual |
| j. PERIOD COVERED<br>FROM (YYYYMMDD)<br>20141111   |  | THRU (YYYYMMDD)<br>20151110 | k. RATED MONTHS<br>12 | l. NON RATED CODES                        | m. NO. OF ENCLOSURES<br>0               |
| n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL                                       |  |                             |                       |   |   |

### Admin Data Continued

|                          |  |
|--------------------------|--|
| i. Reason For Submission | <input type="text" value="02   Annual"/>                                   |
| j. From Date             | <input type="text" value="20141111"/>                                      |
| Thru Date                | <input type="text" value="20151110"/>                                      |
| k. Rated Months          | <input type="text" value="12"/>  |
| Rated Days               | <input type="text" value="365"/>   |
| l. Non-Rated Codes       | <input type="text"/> <input type="button" value="SELECT NON-RATED CODES"/> |

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This is a continuation of the Rated NCO's administrative data.

From the drop down menu, select the correct Reason Code for this NCOER's submission.

Then, using the calendar, select the correct From and Thru Dates for this rating period. This will provide the gross amount of Rated Months and Days.

Note, incorrect Thru Date for complete the record evaluations for Boards is one of the top three reasons for returned evaluations.

If this is a type of NCOER that can have Non-Rated time, such as Change of Rater or Extended Annual, click the "Non-Rated Code button."

Note, a good TTP is to click the "Save" button at the end of each page before clicking "Next", before leaving your workstation for any period of time, or answering the phone. If the session times out your data will be lost.

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# Non-Rated Codes

Non-Rated Codes

| Code | Start Date | End Date | Reason |
|------|------------|----------|--------|
|------|------------|----------|--------|

[+ Add](#) [Edit](#) [Delete](#) [Search](#) [Reload](#) Page 1 of 0 [10](#) No records to view

Note: Only the first four codes will appear on the form. All codes entered will be used to calculate Non-Rated time, and that time must occur during the rating period.

[Previous](#) [Exit](#) [Save](#) [Go to Signatures](#) [Print Draft](#)

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You may add as many Non-Rated Codes / Periods as required but only the first four codes will appear in Part I, Block I.

Click “Add” in order to select a Non-Rated Code.

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## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code

Start Date

End Date

Reason

0 | >> << 10 | No records to view

be used to calculate Non-Rated time, and

Save Go to Signatures Print Draft

A - AWOL/DESERT/UNSAT PART AR135-91  
A - AWOL/DESERT/UNSAT PART AR135-91  
C - CONFINED IN MIL/CIV DETENT FCLTY  
D - TDRL STAT  
E - LV EXCESS OF 30 DAYS  
F - UNDER ARREST  
G - HEAL W/DUTY WTU SLDR ONLY  
H - HEAL NO OTHR DUTY WTU SLDR ONLY  
I - TRANS BETW DUT STAT/LV/PTDY/TDY  
M - MIA  
P - PATIENT DOC CARE/UNABL TO PERM  
Q - LACK OF RATER QL  
R - NEW RCTR PGM  
S - STUD/MIL OR CIV SCHOOL  
T - ON TDY/SPC DTY/TCS < 90 DAYS  
W - POW  
X - AUTH ABS PART SPC PGM  
Z - NONE OF THE ABOVE

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From the drop down menu, select the correct code.

NEXT SLIDE



## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code

S - STUD/MIL OR CIV SCHOOL

Start Date

20150317

yyyymmdd

End Date

20150317

yyyymmdd

Reason

No records to view

0

10

No records to view

be used to calculate Non-Rated time, and

Go to Signatures

Print Draft

Mar

2015


| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

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Then use the calendar to select the correct Start and End Dates for this Non-Rated period.

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## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code

S - STUD/MIL OR CIV SCHOOL

Start Date

20150317

yyyymmdd

End Date

20150717

yyyymmdd

Submit

Cancel

Reason

0

<>

>

10

>

No records to view

be used to calculate Non-Rated time, and

Previous

Exit

Save

Go to Signatures

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Once you have checked verified the data is correct, click “Submit.”.

If the data is incorrect you can correct or click “Cancel.”

For training purposes, select “Cancel.”

Then you click “Previous” to return to the administrative page. Now EES will auto calculate the net amount of Rated Months and Days (subtracting the Non-Rated time from the total amount of time covered by this NCOER.)

Once back to the administrative page click “Next.”

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# Counseling Dates

NCO EVALUATION REPORT (SGT)  
For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

PART II - AUTHENTICATION

|                      |         |       |       |       |                           |                    |
|----------------------|---------|-------|-------|-------|---------------------------|--------------------|
| d1. COUNSELING DATES | INITIAL | LATER | LATER | LATER | d2. RATED NCO'S SIGNATURE | d3. DATE(YYYYMMDD) |
|----------------------|---------|-------|-------|-------|---------------------------|--------------------|

Counseling Dates

Initial Counseling Date

Later Counseling Date (First)

Later Counseling Date (Second)

Later Counseling Date (Third)

Previous Exit Next

Print Draft

Calendar (Mar 2015):

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

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Now the user will use the calendar to enter the correct Counseling Dates from the NCOER Support Form.

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## Counseling Dates (cont.)

| PART II - AUTHENTICATION |                     |                   |                   |                   |                           |                    |
|--------------------------|---------------------|-------------------|-------------------|-------------------|---------------------------|--------------------|
| d1. COUNSELING DATES     | INITIAL<br>20141128 | LATER<br>20150204 | LATER<br>20150514 | LATER<br>20150824 | d2. RATED NCO'S SIGNATURE | d3. DATE(YYYYMMDD) |

**Counseling Dates**

Initial Counseling Date

20141128

Later Counseling Date (First)

20150204

Later Counseling Date (Second)

20150514

Later Counseling Date (Third)

20150824

Previous

Exit

Next

Save

Go to Signatures

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Once this data is correctly entered, click "Next."

NEXT SLIDE





## ***Check on Learning***

1. When will the data entered into the NCOER Training Environment be deleted?
2. Ideally who should create a new NCOER in EES?
3. Can Rating Officials access an NCOER if their DOD ID / SSN is incorrectly entered into EES?
4. What form do Rating Officials use to assess the performance and potential of a SGT(P) serving in an authorized SSG position?

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At this time, discuss these questions.

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# Rater

[Print For Manual Submission](#)[Exit](#)[Submit to HQDA](#)[Manage Enclosures](#)[Delete](#)

To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

## NCO EVALUATION REPORT (SGT)

For use of this form, see AR 623-3 and DA PAM 623-3, the proponent agency is DCS, G-1.

### PART I - ADMINISTRATIVE DATA

|  |                        |                          |   |   |
|--|------------------------|--------------------------|---|---|
| a. NAME (Last, First, Middle Initial)<br>SOLDIER, RATED  | b. SSN (or DOD ID No.) | c. RANK<br>SGT           | d. DATE OF RANK<br>(YYYYMMDD)<br>20140301 | e. PMOSC<br>11B2O                       |
| f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND<br>B Co, 1BN, 3BD, Fort Best, 11111, FC |                        | g. STATUS CODE           | h. UIC<br>WAAAAA                          | i. REASON FOR SUBMISSION<br>02   Annual |
| j. PERIOD COVERED<br>FROM (YYYYMMDD)<br>20141111   |                        | k. RATED<br>MONTHS<br>12 | l. NON RATED<br>CODES                     | m. NO. OF<br>ENCLOSURES<br>0            |
| n. RATED NCO'S EMAIL ADDRESS ( gov or .mil)<br>@MAIL.MIL                                       |                        |                          |   |   |

### PART II - AUTHENTICATION

|  |   |  |  |  |
|--|---|--|--|--|
| a1. NAME OF RATER (Last, First, MI)<br>RATER, SOLDIER'S  |   | a2. SSN (or DOD ID No.)                                      | a3. RATER'S SIGNATURE  | a4. DATE   |
| a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader   |   | a6. RATER'S EMAIL ADDRESS ( gov or .mil)<br>@MAIL.MIL        |  |  |
| b1. NAME OF SENIOR RATER (Last, First, MI)<br>RATER, SENIOR  |   | b2. SSN (or DOD ID No.)                                      | b3. SENIOR RATER'S SIGNATURE<br><a href="#">Click Here to Sign</a>                                 | b4. DATE   |
| b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant   |   | b6. SENIOR RATER'S EMAIL ADDRESS ( gov or .mil)<br>@MAIL.MIL |  |  |
| c1. SUPPLEMENTARY<br>REVIEW REQUIRED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No   | c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)<br>REVIEWER, SUPPLEMENTARY |  | c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT<br>CPT, 11A, B Co, 1BN, 3BDE, Company Commander |  |
| c4. COMMENTS<br>ENCLOSED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No   | c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  |  | c6. DATE(YYYYMMDD)   | c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS ( gov or .mil)<br>@MAIL.MIL |
| RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3. |   |  |  |  |
| d1. COUNSELING<br>DATES  | INITIAL<br>20141128   | LATER<br>20150204  | LATER<br>20150514  | LATER<br>20150624  |
| d2. RATED NCO'S SIGNATURE  |   |  |  | d3. DATE(YYYYMMDD)   |

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Now that the Rated NCO's section is complete, users may review / enter either the Rater or Senior Rater's administrative data and assessment of the Rated NCO.

Typically, the Rater's section is completed next.

To enter the Rater's section, click the "Rater" button.

NEXT SLIDE



# Rater's Administrative Data

| PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed NCO Parts I-VI and the administrative data is correct) |                         |   |                     |
|--|-------------------------|---|---------------------|
| a1. NAME OF RATER (Last, First, MI)<br>RATER, SOLDIER'S  | a2. SSN (or DOD ID No.) | a3. RATER'S SIGNATURE                                 | a4. DATE (YYYYMMDD) |
| a5. RANK PMOSC/BANCH ORGANIZATION DUTY ASSIGNMENT<br>SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader   |                         | a6. RATER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL |                     |

**Rater Info**

a1. Last Name  
RATER

First Name  
SOLDIER'S

M.I.

Suffix

a2. DOD ID Number ✓  

Clear DoDID

a5. Rank  
SSG

PMOSC/Branch  
11B2O

Organization  
B Co, 1BN, 3BDE

Duty Assignment  
Fire Team Leader

a6. Email Address (.gov or .mil)  
@MAIL.MIL  
Must use .gov or .mil

Exit

Next

Save

Go to Signatures

Print Draft


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The user will enter the Rater's administrative data on this page.

Once this data is correctly entered, click "Next."

NEXT SLIDE



# Duty Description

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**a. PRINCIPAL DUTY TITLE**  
FIRE TEAM LEADER

**b. DUTY MOSC**  
11B20

**c. DAILY DUTIES AND SCOPE**(To include, as appropriate, people, equipment, facilities, and dollars)  
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.

**d. AREAS OF SPECIAL EMPHASIS**  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

**e. APPOINTED DUTIES**  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

**Duty Description**

**a. Principal Duty Title**  
FIRE TEAM LEADER

**b. Duty MOSC**  
11B20

**c. Daily Duties and Scope**(To include, as appropriate, people, equipment, facilities, and dollars)  
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.

**d. Areas of Special Interest**  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

**e. Appointed Duties**  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

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The user will enter the Rated NCO's Principal Duty Title and Duty MOSC for this rating period.

The user may enter up to seven lines of text to describe the Daily duties and responsibilities of the Rated NCO.

The user may enter up to two lines of text to list the Rated NCO's Areas of Special Emphasis and Appointed Duties for this rating period.

Once this data is correctly entered, click "Next."

NEXT SLIDE



# Performance Evaluation

---

PART IV - PERFORMANCE Evaluation - PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

a. APFT Pass/Fail/Profile: PASS Date: 20150923 b. Height: 72 Weight: 185 Within Standard? YES  
Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards  
May enter up to five lines of text.

**Performance Evaluation**

|  |  |  |   |   |
|--|--|--|---|---|
| <small>Pass/Fail/Profile</small>                               | <small>APFT Date</small>   | <small>Height (inches)</small>                               | <small>Weight (lbs)</small>                                   | <small>Meets Bodyfat Standards</small>                        |
| <div style="border: 1px solid black; padding: 2px;">PASS</div> | <div style="border: 1px solid black; padding: 2px;">20150923</div> | <div style="border: 1px solid black; padding: 2px;">72</div> | <div style="border: 1px solid black; padding: 2px;">185</div> | <input checked="" type="radio"/> Yes <input type="radio"/> No |

Required Comments (optional with "Pass" rating)  
May enter up to five lines of text.

Previous

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The user will use the drop down menu to select the proper assessment of the Rated NCO's APFT.

Then the user will use the calendar to select the correct date of the Rated NCO's most recent APFT for this rating period. If the NCO did not take an APFT during this rating period (such as a Change of Rater NCOER) then the user may enter an APFT date up to one year prior to this NCOER's Thru Date.

Next, the user will enter the Rated NCO's most recent height and weight data obtained by the Rated NCO's unit.

Once the user selects "Yes" or "No" as to whether the Rated NCO Meets Body fat Standards, the use may enter up to five lines of text.

Rater comments are mandatory if the Rated NCO failed the APFT, did not have an authorized reason for not taking the APFT (IAW AR 623-3), or did not meet body fat standards.

Note, users cannot enter comments until the above administrative data is entered.

Once this data is correctly entered, click "Next."

NEXT SLIDE



## Performance Evaluation (cont.)

|   |   |
|---|---|
| <b>c. 1) Character:</b><br>(Include bullet comments addressing Rated NCO's performance as it relates to adherence to Army Values, Empathy, Warrior Ethos/Service Ethos, and Discipline. Fully supports SHARP, EO, and EEO)<br>MET STANDARD    DID NOT MEET STANDARD | <input type="radio"/> May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them |
| <b>d. 2) Presence:</b><br>(Military and Professional Bearing, Fitness, Confidence, Resilience)<br>MET STANDARD    DID NOT MEET STANDARD   | <input type="radio"/> May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them |
| <b>e. 3) Intellect:</b><br>(Mental Agility, Sound Judgment, Innovation, Interpersonal Trust, Expertise)<br>MET STANDARD    DID NOT MEET STANDARD  | <input type="radio"/> May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them |

Performance Evaluation Comments

**Character**

MET STANDARD    DID NOT MEET STANDARD

Character

☐ May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

**Presence**

MET STANDARD    DID NOT MEET STANDARD

Presence

☐ May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

**Intellect**

MET STANDARD    DID NOT MEET STANDARD

Intellect

☐ May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Previous    Exit    **Next**    Save    Go to Signatures    Print Draft

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The Rater will select the correct assessment as to whether the Rated NCO Met or Did Not Meet the Standard for Character, Presence and Intellect.

The user may enter up to eight lines of text and spaces to assess the Rated NCO's Character, Presence and Intellect. This assessment will be in bullet format..

Comments assessing the Rated NCO's adherence / support of the Army's SHARP program are mandatory.

Note, failure to enter the SHARP comment is one of the top three reasons for returned evaluations.

Once this data is correctly entered, click "Next."

NEXT SLIDE



## Performance Evaluation (cont.)

|  |                      |
|--|----------------------|
| <b>f. 4) Leads:</b><br>(Leads Others, Builds Trust, Extends Influence beyond the Chain of Command, Leads by Example, Communicates)<br>MET STANDARD <input type="radio"/><br>DID NOT MEET STANDARD <input type="radio"/>                            | <input type="text"/> |
| <b>g. 5) Develops:</b><br>(Creates a positive command/workplace environment/Fosters Esprit de Corps, Prepares Self, Develops Others, Stewards the Profession)<br>MET STANDARD <input type="radio"/><br>DID NOT MEET STANDARD <input type="radio"/> | <input type="text"/> |
| <b>h. 6) Achieves:</b><br>(Gets Results.)<br>MET STANDARD <input type="radio"/><br>DID NOT MEET STANDARD <input type="radio"/>   | <input type="text"/> |

Performance Evaluation Comments Continued

Leads

MET STANDARD ☐ DID NOT MEET STANDARD ☐

Leads

Develops

MET STANDARD ☐ DID NOT MEET STANDARD ☐

Develops

Achieves

MET STANDARD ☐ DID NOT MEET STANDARD ☐

Achieves

Unclassified

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The Rater will select the correct assessment as to whether the Rated NCO Met or Did Not Meet the Standard for Leads, Develops and Achieves.

The user may enter up to eight lines of text and spaces to assess the Rated NCO's Leads, Develops and Achieves. This assessment will be in bullet format.

Once this data is correctly entered, click "Next."

NEXT SLIDE



# Overall Performance

| RATER OVERALL PERFORMANCE   |  |
|---|--|
| i. I currently rate <u>2</u> NCOs in this grade.<br>COMMENTS:<br>o May enter up to five lines of text and spaces; for example, x2 two-line bullets with a one-line space between them |  |
| <b>Overall Performance</b>  |  |
| Is this individual serving as both the Rater and Senior Rater? <input type="radio"/> Yes <input checked="" type="radio"/> No  |  |
| i. No. of NCOs currently rated in this grade: <input type="text" value="2"/>  |  |
| Comments for Overall Performance<br>o May enter up to five lines of text and spaces; for example, x2 two-line bullets with a one-line space between them                              |  |
| <div>Previous   Exit   <b>Next</b>   Save   Go to Signatures   Print Draft</div>  |  |
| Unclassified <span>24</span>  |  |

The user will enter the number of NCOs the Rater currently rates in this grade.

The user may enter up to five lines of text and spaces in bullet format to comment on the Rated NCO's overall performance during the rating period as compared to all NCOs in this grade the Rater has ever rated.

Once this data is correctly entered, click "Next."

NEXT SLIDE





## Check on Learning

1. The Rater enters what type of data into the Duty Description blocks?
2. In which Attribute block must the Rater assess the Rated NCO's adherence / support of the Army's SHARP program?
3. Who does the Rater compare the Rated NCO to when assessing the Rated NCO's overall performance?
4. Do Raters of SGTs write their comments in bullet or narrative format?

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At this time, discuss these questions.

NEXT SLIDE



# Senior Rater

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To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

## NCO EVALUATION REPORT (SGT)

For use of this form, see AR 623-3 and DA PAM 623-3, the proponent agency is DCS, G-1.

### PART I - ADMINISTRATIVE DATA

|  |                        |                          |   |   |
|--|------------------------|--------------------------|---|---|
| a. NAME (Last, First, Middle Initial)<br>SOLDIER, RATED  | b. SSN (or DOD ID No.) | c. RANK<br>SGT           | d. DATE OF RANK<br>(YYYYMMDD)<br>20140301 | e. PMOSC<br>11B2O                       |
| f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND<br>B Co, 1BN, 3BD, Fort Best, 11111, FC |                        | g. STATUS CODE           | h. UIC<br>WAAAAA                          | i. REASON FOR SUBMISSION<br>02   Annual |
| j. PERIOD COVERED<br>FROM (YYYYMMDD)<br>20141111   |                        | k. RATED<br>MONTHS<br>12 | l. NON RATED<br>CODES                     | m. NO. OF<br>ENCLOSURES<br>0            |
| n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL                                       |                        |                          |   |   |

### PART II - AUTHENTICATION

|  |   |  |  |  |
|--|---|--|--|--|
| a1. NAME OF RATER (Last, First, MI)<br>RATER, SOLDIER'S  |   | a2. SSN (or DOD ID No.)                                      | a3. RATER'S SIGNATURE  | a4. DATE   |
| a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader   |   | a6. RATER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL        |  |  |
| b1. NAME OF SENIOR RATER (Last, First, MI)<br>RATER, SENIOR  |   | b2. SSN (or DOD ID No.)                                      | b3. SENIOR RATER'S SIGNATURE<br><a href="#">Click Here to Sign</a>                                 | b4. DATE   |
| b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant   |   | b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL |  |  |
| c1. SUPPLEMENTARY<br>REVIEW REQUIRED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No   | c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)<br>REVIEWER, SUPPLEMENTARY |  | c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT<br>CPT, 11A, B Co, 1BN, 3BDE, Company Commander |  |
| c4. COMMENTS<br>ENCLOSED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No   | c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  |  | c6. DATE (YYYYMMDD)  | c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL |
| RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3. |   |  |  |  |
| d1. COUNSELING<br>DATES  | INITIAL<br>20141128   | LATER<br>20150204  | LATER<br>20150514  | LATER<br>20150624  |
| d2. RATED NCO'S SIGNATURE  |   |  |  | d3. DATE (YYYYMMDD)  |

Unclassified

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The user will click "Senior Rater" to review / enter the Senior Rater's administrative data and assessment of the Rated NCO's potential.

NEXT SLIDE



# Senior Rater's Administrative Data

**PART II - AUTHENTICATION (Rated Soldier's signature verifies officer has seen completed NCOER Parts I-VI and the administrative data is correct)**

|  |                          |  |          |
|--|--------------------------|--|----------|
| b1. NAME OF SENIOR RATER (Last, First, Middle Initial)<br>RATER, SENIOR                      | b2. SSN (or DOD ID) No.) | b3. SIGNATURE  | b4. DATE |
| b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant |                          | b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL |          |

**Senior Rater Info**

b1. Senior Rater's Last Name:  First Name:  M.I.:  Suffix:

b2. Senior Rater's DOD ID Number

b5. Senior Rater's Rank:  Is the Senior Rater promotable and serving in a position authorized for the next higher grade? ☐ Yes ☒ No

Senior Rater's Position:  Senior Rater's Organization:

PMOSC/Branch:  b6. Senior Rater's E-mail Address:   
Must use .gov or .mil


Unclassified

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The user will enter the Senior Rater's correct Rank, Position, unit, and PMOSC / Branch on this page.

Once this data is correctly entered, click "Next."

NEXT SLIDE



# Potential Assessment

a. Select one box representing Rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate 2 NCOs in this grade.

☒ MOST QUALIFIED  
☐ HIGHLY QUALIFIED  
☐ QUALIFIED  
☐ NOT QUALIFIED

b. COMMENTS:  
May enter up to five lines of text in narrative format.

c. List two successive assignments and one broadening assignment (3 - 5 years):

Successive Assignment: 1)  Duty Title only

2)  Duty Title only

Broadening Assignment:  Duty Title only

**Sr. Rater Potential Rating**

Is a Supplementary Reviewer required? ☒ Yes ☐ No

Does the Senior Rater meet minimum rating qualifications to evaluate the rated NCO? ☒ Yes ☐ No

Is the Rated NCO available for signature? ☐ Yes ☐ No ☐ No Response

NCO refuses to sign? ☐ NCO Refuses

Compared Potential [Profile Stats](#) No. of NCOs currently rated in this grade

Rate the Soldier's potential compared with other officers of the same grade.

A compared potential indication of MOST QUALIFIED is not authorized as your profile does not support. If you have other Evaluations to process that would allow this report to process with a MOST QUALIFIED indication, process those first. You may view your profile by selecting the "Profile Stats" link above the performance indication blocks. If you have any further questions, please contact Human Resources Command Evaluation Policy Section at (502) 613-5019, DSN 983.

Most Qualified  
(45%)  
☐

Highly Qualified  
☒

Qualified  
☐

Not Qualified  
☐

b. Comments on potential  
May enter up to five lines of text in narrative format.

c. Two future successive assignments

Duty Title only

Duty Title only

List a broadening assignment

Duty Title only

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The user must ensure the correct number of NCOs currently rated in this grade is entered.

The user will then select the assessment for the Rated NCO.

Note, that the Senior Rater's total number (for up to the date of this NCOER's Thru Date) of Most Qualified assessments is unconstrained for DA Form 2166-1 (SGT NCOER).

The user may enter up to five lines of text in narrative format to comment on the potential of the Rated NCO. The Senior Rater's narrative supports the "box check" and should include potential for future assignments, schooling, and promotion.

Lastly, the user will enter the Duty Title of two future successive assignments (such as Fire Team Leader and Squad Leader) and one broadening assignment (such as Recruiter).

Once this data is correctly entered, click "Next."

NEXT SLIDE



## ***Check on Learning***

1. What does the Senior Rater assess?
2. Is the Senior Rater's comments in narrative or bullet format?
3. What can the Senior Rater comment on?
4. How many lines of text can the Senior Rater enter?

Unclassified

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At this time, discuss these questions.

NEXT SLIDE



# Reviewer

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To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

## NCO EVALUATION REPORT (SGT)

For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

### PART I - ADMINISTRATIVE DATA

|  |                        |                          |   |   |
|--|------------------------|--------------------------|---|---|
| a. NAME (Last, First, Middle Initial)<br>SOLDIER, RATED  | b. SSN (or DOD ID No.) | c. RANK<br>SGT           | d. DATE OF RANK<br>(YYYYMMDD)<br>20140301 | e. PMOSC<br>11B2O                       |
| f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND<br>B Co, 1BN, 3BD, Fort Best, 11111, FC |                        | g. STATUS CODE           | h. UIC<br>WAAAAA                          | i. REASON FOR SUBMISSION<br>02   Annual |
| j. PERIOD COVERED<br>FROM (YYYYMMDD)<br>20141111   |                        | k. RATED<br>MONTHS<br>12 | l. NON RATED<br>CODES                     | m. NO. OF<br>ENCLOSURES<br>0            |
| n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL                                       |                        |                          |   |   |

### PART II - AUTHENTICATION

|  |   |  |  |
|--|---|--|--|
| a1. NAME OF RATER (Last, First, MI)<br>RATER, SOLDIER'S  | a2. SSN (or DOD ID No.)   | a3. RATER'S SIGNATURE  | a4. DATE   |
| a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader   |   | a6. RATER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL              |  |
| b1. NAME OF SENIOR RATER (Last, First, MI)<br>RATER, SENIOR  | b2. SSN (or DOD ID No.)   | b3. SENIOR RATER'S SIGNATURE<br><a href="#">Click Here to Sign</a> | b4. DATE   |
| b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant   |   | b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL       |  |
| c1. SUPPLEMENTARY<br>REVIEW REQUIRED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No   | c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)<br>REVIEWER, SUPPLEMENTARY |  | c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT<br>CPT, 11A, B Co, 1BN, 3BDE, Company Commander |
| c4. COMMENTS<br>ENCLOSED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No   | c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  | c6. DATE (YYYYMMDD)  | c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL                             |
| RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3. |   |  |  |
| d1. COUNSELING<br>DATES  | INITIAL<br>20141128   | LATER<br>20150204  | LATER<br>20150514  |
| LATER<br>20150824  |   | d2. RATED NCO'S SIGNATURE  | d3. DATE (YYYYMMDD)  |

Unclassified

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Users can click "Reviewer" to review enter the Reviewer's administrative data.

NEXT SLIDE



# Reviewer's Administrative Data

| PART II - AUTHENTICATION  |   |                     |  |
|---|---|---------------------|--|
| c1. SUPPLEMENTARY REVIEW REQUIRED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No | c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, Middle Initial)<br>REVIEWER, SUPPLEMENTARY |                     | c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT<br>CPT, 11A, B Co, 1BN, 3BDE, Company Commander |
| c4. COMMENTS ENCLOSED?<br><input type="radio"/> Yes <input checked="" type="radio"/> No             | c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  | c6. DATE (YYYYMMDD) | c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)<br>@MAIL.MIL                             |

**Supplementary Reviewer Info**  

c2. Reviewer's Last Name  
REVIEWER

First Name  
SUPPLEMENTARY

M.I.

Suffix

c2. Reviewer's DOD ID Number  

Validate DoDID

[Switch to search by SSN] ☐

c4. Do you wish to provide comments? ☐ Yes ☒ No

c3. Reviewer's Rank  
CPT

PMOS/Branch  
11A

Reviewer's Organization  
B Co, 1BN, 3BDE

Reviewer's Duty Assignment  
Company Commar

c6. Reviewer's E-mail Address  
@MAIL.MIL  
Must use .gov or .mil

Exit

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The user will enter the Reviewer's correct Rank, Position, unit, and PMOSC / Branch on this page.

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# Content Review

|                             |             |                |                   |        |
|-----------------------------|-------------|----------------|-------------------|--------|
| Print For Manual Submission | <b>Exit</b> | Submit to HQDA | Manage Enclosures | Delete |
|-----------------------------|-------------|----------------|-------------------|--------|

To edit a particular selection, choose the appropriate button below:

|               |                        |                               |          |
|---------------|------------------------|-------------------------------|----------|
| Rated Soldier | <b>Rater</b>           | Senior Rater                  | Reviewer |
|               | Rater Enlisted Advisor | Senior Rater Enlisted Advisor |          |

**NCO EVALUATION REPORT (SGT)**  
For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

**PART I - ADMINISTRATIVE DATA**

|  |                        |  |   |   |
|--|------------------------|--|---|---|
| a. NAME (Last, First, Middle Initial)<br>SOLDIER, RATED  | b. SSN (or DOD ID No.) | c. RANK<br>SGT   | d. DATE OF RANK<br>(YYYYMMDD)<br>20140301 | e. PMOSC<br>11B2O                       |
| f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND<br>B Co, 1BN, 3BD, Fort Best, 11111, FC |                        | g. STATUS CODE   | h. UIC<br>WAAAAA                          | i. REASON FOR SUBMISSION<br>02   Annual |
| j. PERIOD COVERED<br>FROM (YYYYMMDD)<br>20141111 THRU (YYYYMMDD)<br>20151110                   |                        | k. RATED MONTHS<br>12                                  | l. NON RATED CODES                        | m. NO. OF ENCLOSURES<br>0               |
|  |                        | n. RATED NCO'S EMAIL ADDRESS (gov or mil)<br>@MAIL.MIL |   |   |

**PART II - AUTHENTICATION**

|   |   |  |  |
|---|---|--|--|
| a1. NAME OF RATER (Last, First, MI)<br>RATER, SOLDIER'S   | a2. SSN (or DOD ID No.)   | a3. RATER'S SIGNATURE  | a4. DATE   |
| a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader        |   | a6. RATER'S EMAIL ADDRESS (gov or mil)<br>@MAIL.MIL                |  |
| b1. NAME OF SENIOR RATER (Last, First, MI)<br>RATER, SENIOR   | b2. SSN (or DOD ID No.)   | b3. SENIOR RATER'S SIGNATURE<br><a href="#">Click Here to Sign</a> | b4. DATE   |
| b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant        |   | b6. SENIOR RATER'S EMAIL ADDRESS (gov or mil)<br>@MAIL.MIL         |  |
| c1. SUPPLEMENTARY REVIEW REQUIRED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No | c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)<br>REVIEWER, SUPPLEMENTARY |  | c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT<br>CPT, 11A, B Co, 1BN, 3BDE, Company Commander |
| c4. COMMENTS ENCLOSED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No             | c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  | c6. DATE (YYYYMMDD)  | c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (gov or mil)<br>@MAIL.MIL                               |

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

|                      |                     |                   |                   |                   |                           |                     |
|----------------------|---------------------|-------------------|-------------------|-------------------|---------------------------|---------------------|
| d1. COUNSELING DATES | INITIAL<br>20141128 | LATER<br>20150204 | LATER<br>20150514 | LATER<br>20150824 | d2. RATED NCO'S SIGNATURE | d3. DATE (YYYYMMDD) |
|----------------------|---------------------|-------------------|-------------------|-------------------|---------------------------|---------------------|

Unclassified

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Once all sections are complete users may review all sections for accuracy / editing or may exit the NCOER.

Top Ten most common reasons for returned evaluations are:

- APFT Data / Ht/Wt Data – date must be during rated period or up to 12 months prior to Thru Date (cannot be after Thru Date)
- Inappropriate text – Rating Officials cannot comment on Marital Status, Race, Religion, Sexual Orientation, etc.
- Missing Rated Soldier's Signature – Senior Rater must state reason why Rated Soldier did not sign (refused, unable, unavailable)
- Missing Mandatory SHARP comments – must be in Character block
- Nonrated codes – improperly used for Annual Evaluations and Extended Annual Evaluations
- Promotable Rank – incorrectly entered for Soldiers that are not serving in an authorized position for the next higher rank
- Signed more than 14 days prior to Thru date
- Signature Sequence – must be signed in sequence by Rater, Senior Rater, Reviewer (if required) and Rated Soldier
- Thru Date – must use the correct date listed in MILPER messages for future selection boards.
- Unauthorized Potential comments by Rater – Raters can only assess performance.

NEXT SLIDE





# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
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External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
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- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System  
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

| Rated Soldier | Your Role | Thru Date | Status |
|---------------|-----------|-----------|--------|
|---------------|-----------|-----------|--------|

Recent Evaluation Support Form Activity:

| Rated Soldier | Role | Thru Date |
|---------------|------|-----------|
|---------------|------|-----------|

Unclassified

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To edit an NCOER, click “continue / View Active NCOERs.”

NEXT SLIDE



# Active NCOER List

Rated Soldier Last Name:  Rated Soldier UIC:  Eval ID:  SSN:  DOD ID Number:

90 items found, displaying 76 to 90.  
1 2 3 4 (Next/Last)

| Eval ID | Thru Date | Rated Soldier      | Signed? | Rater                | Locked? | Signed? | Senior Rater      | Signed? | Status | Your Role    | Comments |
|---------|-----------|--------------------|---------|----------------------|---------|---------|-------------------|---------|--------|--------------|----------|
| 235874  | 0160318   | SOLDIER, RATED SGM | NO      | RATER, SOLDIER'S LTC | No      | NO      | RATER, SENIOR COL | NO      | DRAFT  | SENIOR RATER |          |
| 235872  | 0151217   | SOLDIER, RATED SSG | NO      | RATER, SOLDIER'S 2LT | No      | NO      | RATER, SENIOR 1LT | NO      | DRAFT  | REVIEWER     |          |
| 235864  | 0151110   | SOLDIER, RATED SGT | NO      | RATER, SOLDIER'S SSG | No      | NO      | RATER, SENIOR SFC | NO      | DRAFT  | SENIOR RATER |          |

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Now, select the NCOER you want to review.

NEXT SLIDE



# Signing the NCOER

|   |                      |                                |                                   |                        |
|---|----------------------|--------------------------------|-----------------------------------|------------------------|
| <a href="#">Print For Manual Submission</a> | <a href="#">Exit</a> | <a href="#">Submit to HQDA</a> | <a href="#">Manage Enclosures</a> | <a href="#">Delete</a> |
|---|----------------------|--------------------------------|-----------------------------------|------------------------|

To edit a particular selection, choose the appropriate button below:

|                               |  |   |                          |
|-------------------------------|--|---|--------------------------|
| <a href="#">Rated Soldier</a> | <a href="#">Rater</a>                  | <a href="#">Senior Rater</a>                  | <a href="#">Reviewer</a> |
|                               | <a href="#">Rater Enlisted Advisor</a> | <a href="#">Senior Rater Enlisted Advisor</a> |                          |

**NCO EVALUATION REPORT (SGT)**  
For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

**PART I - ADMINISTRATIVE DATA**

|  |                        |  |   |   |
|--|------------------------|--|---|---|
| a. NAME (Last, First, Middle Initial)<br>SOLDIER, RATED  | b. SSN (or DOD ID No.) | c. RANK<br>SGT   | d. DATE OF RANK<br>(YYYYMMDD)<br>20140301 | e. PMOSC<br>11B2O                       |
| f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND<br>B Co, 1BN, 3BD, Fort Best, 11111, FC |                        | g. STATUS CODE   | h. UIC<br>WAAAAA                          | i. REASON FOR SUBMISSION<br>02   Annual |
| j. PERIOD COVERED<br>FROM (YYYYMMDD)<br>20141111 THRU (YYYYMMDD)<br>20151110                   |                        | k. RATED MONTHS<br>12                                  | l. NON RATED CODES                        | m. NO. OF ENCLOSURES<br>0               |
|  |                        | n. RATED NCO'S EMAIL ADDRESS (gov or mil)<br>@MAIL.MIL |   |   |

**PART II - AUTHENTICATION**

|  |   |  |  |
|--|---|--|--|
| a1. NAME OF RATER (Last, First, MI)<br>RATER, SOLDIER'S  | a2. SSN (or DOD ID No.)   | a3. RATER'S SIGNATURE  | a4. DATE   |
| a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SSG, 11B2O, B Co, 1BN, 3BDE, Fire Team Leader   |   | a6. RATER'S EMAIL ADDRESS (gov or mil)<br>@MAIL.MIL                  |  |
| b1. NAME OF SENIOR RATER (Last, First, MI)<br>RATER, SENIOR  | b2. SSN (or DOD ID No.)   | b3. SENIOR RATER'S SIGNATURE<br><a href="#">Click Here to Sign</a>   | b4. DATE   |
| b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT<br>SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant   |   | b6. SENIOR RATER'S EMAIL ADDRESS (gov or mil)<br>@MAIL.MIL           |  |
| c1. SUPPLEMENTARY REVIEW REQUIRED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No  | c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)<br>REVIEWER, SUPPLEMENTARY |  | c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT<br>CPT, 11A, B Co, 1BN, 3BDE, Company Commander |
| c4. COMMENTS ENCLOSED?<br><input checked="" type="radio"/> Yes <input type="radio"/> No  | c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  |  | c6. DATE (YYYYMMDD)  |
|  |   | c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (gov or mil)<br>@MAIL.MIL |  |
| RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3. |   |  |  |
| d1. COUNSELING DATES   | INITIAL<br>20141128   | LATER<br>20150204  | LATER<br>20150514  |
|  |   | LATER<br>20150824  | d2. RATED NCO'S SIGNATURE  |
|  |   |  | d3. DATE (YYYYMMDD)  |

Unclassified

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Once the NCOER is ready for signature and is within 14 days of the NCOER's THRU date, the Rating Officials may sign the NCOER in sequence (Rater, Senior Rater, Reviewer and Rated NCO). Note, no one but the appropriate Rating Official can sign each section.

After all appropriate personnel have signed the NCOER, the Senior Rater or Senior Rater's Delegate can submit the NCOER by clicking "Submit to HQDA." Note, the NCOER cannot be submitted before the NCOER's THRU Date.

NEXT SLIDE



# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

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|---------------|-----------|-----------|--------|
|---------------|-----------|-----------|--------|

Recent Evaluation Support Form Activity:

| Rated Soldier | Role | Thru Date |
|---------------|------|-----------|
|---------------|------|-----------|

Unclassified

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To view the status of an NCOER, click “continue / View Active NCOERs.”

NEXT SLIDE



# Active NCOER List

Rated Soldier Last Name:  Rated Soldier UIC:  Eval ID:  SSN:  DOD ID Number:

CLEAR FILTER

90 items found, displaying 76 to 90.

[\[Prev\]](#) [1](#) [2](#) [3](#) [4](#) [\[Next/Last\]](#)

| EvalID | Thru Date | Rated Soldier      | Signed? | Rater                | Locked? | Signed? | Senior Rater      | Signed? | Status | Your Role    | Comments |
|--------|-----------|--------------------|---------|----------------------|---------|---------|-------------------|---------|--------|--------------|----------|
| 235874 | 20160318  | SOLDIER, RATED SGM | NO      | RATER, SOLDIER'S LTC | No      | NO      | RATER, SENIOR COL | NO      | DRAFT  | SENIOR RATER |          |
| 235872 | 20151217  | SOLDIER, RATED SSG | NO      | RATER, SOLDIER'S 2LT | No      | NO      | RATER, SENIOR 1LT | NO      | DRAFT  | VIEWER       |          |
| 235864 | 20151110  | SOLDIER, RATED SGT | NO      | RATER, SOLDIER'S SSG | No      | NO      | RATER, SENIOR SFC | NO      | DRAFT  | SENIOR RATER |          |

## Common Status Categories

- Draft – still with unit / has not been submitted to HQDA
- Submitted – unit has submitted to HQDA
- w / Examiner – NCOER has been assigned to an Examiner
- Returned – Examiner returned NCOER to unit for corrections
- Submitted to IPERMS – submitted by HRC to Soldier's Record
- Thru Date Submitted – Last NCOER's Thru Date updated on ERB
- Rejected – HQDA rejected NCOER (mostly duplicate reports)

Unclassified

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Now, look at the status of NCOER. These NCOERs are all in Draft status, which means they have not been submitted to HQDA yet.

Some other common Status categories are:

Draft – still with unit / has not been submitted to HQDA

Submitted – unit has submitted to HQDA

w / Examiner – NCOER has been assigned to an Examiner

Returned – Examiner returned NCOER to unit for corrections

Submitted to IPERMS – submitted by HRC to Soldier's Record

Thru Date Submitted – Last NCOER's Thru Date updated on ERB

Rejected – HQDA rejected NCOER (mostly duplicate reports)

Note, Rating Officials can leverage this tool to determine the status of the evaluation and who has signed the evaluation.

NEXT SLIDE



## ***Check on Learning***

1. How does the user access a NCOER in order to review it?
2. What order are NCOERs signed?
3. Can a Rater submit a NCOER to HQDA?
4. What does the NCOER Status "Draft" mean?

Unclassified

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At this time, discuss these questions.

NEXT SLIDE



## Summary

- Accessing EES
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Evaluation
- Potential Evaluation
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

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During this briefing, we covered how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-1, SGT NCOER.

NEXT SLIDE



# Questions



Ask an IT Expert:

[usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)

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Pending your questions this concludes my briefing.

If at any time you come across an system error that you or your unit HR professional cannot solve, such as difficulty digitally signing the evaluation or disappearing administrative data, please send a detailed email with screen shots to [usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)